



EXAMINATION ANNOUNCEMENT DEPARTMENTAL PROMOTIONAL

GRAPHIC DESIGNER III (GC65/2886)

SALARY RANGE: \$4,454-\$5,577

WHO SHOULD APPLY: This is a departmental promotional examination for the California State Auditor (state auditor). **Applicants must have a permanent civil service appointment with the state auditor** as of the final filing date in order to participate in this examination; or must meet the provisions of State Personnel Rules 234, 235, or 235.2; or must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in Government Code 18991. **NOTE: Applicants applying under Government Code Section 18991 must provide documentation of retirement or honorable discharge from the United States Military.**

EXAMINATION INFORMATION: This examination will utilize an evaluation of each candidate's experiences and education compared to a standard developed from the class specification. For this reason, it is **especially important** that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the ten-year limit printed on the application. When completing the application include "to" and "from" dates (month/date/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) of institution(s) and completion dates. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Education & Experience -- Weighted 100%

ELIGIBILITY LIST INFORMATION: A departmental promotional eligibility list will be established for 12 months unless conditions warrant a change. Candidates may not be tested more than once in a testing period.

HOW TO APPLY: All applications (STD. 678) must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. **Emailed applications will not be accepted.** Submit applications to:

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814
Attn: Kristina Gin

NOTE: If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Standard State Application (STD. 678). The Human Resources Office will contact you to make special testing arrangements.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: NOVEMBER 18, 2014

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

MINIMUM QUALIFICATIONS:

EITHER I

Experience: One year of experience in the California state service as a Graphic Designer II.

OR II

Experience: Three years of experience in concept development, consulting, page layout, drawing, photo editing, color correction, file preparation, on-line publishing, multimedia, and other mediums.

and

Education: Successful completion of a total of 30 semester college units with a minimum of six units in the following areas: graphic design theory, graphic computer software, and printing technology. (One year of additional experience can be substituted for one year of college.)

THE POSITION: This is the advanced journey level in the Graphic Designer series. Incumbents create and produce materials and/or publications at the highest level for print, on-line publishing, multimedia, and other mediums. Incumbents in this class serve as high-level specialists responsible for the development and production of the most complex graphic design work.

SPECIAL PERSONAL CHARACTERISTICS: Visual acuity and color vision sufficient to successfully perform the job; and creative ability.

ADDITIONAL DESIRABLE QUALIFICATIONS: A certification or degree from an accredited or recognized professional institute or body in the program areas of art, design, visual communications, and computer graphics; and neatness.

SCOPE:

Knowledge of: Principles of graphic design; techniques of interpreting statistical data; methods and techniques of freehand drawing and color illustration; elements of design such as: line, shape, texture, space, size, value, and color; principles of design such as: balance/symmetry, rhythm/repetition, emphasis, unity, movement, and proportion/scale; page layout, color theory, and typography; principles of graphic tools and equipment; graphic design software application; procedures for creating traditional and/or electronic files for output for single and multicolor publication; the stages of design (research, thumbnail, rough, comprehensives, and camera-ready art) to an electronic file; techniques and drawings; graphic resources and software applications; digital imaging; principles and techniques of three-dimensional exhibit preparation; project leadership; time management; state-of-the-art graphic design techniques, theories, and processes; departmental programs and objectives; alternate strategies available to establish and improve comprehensive graphic design programs; team-building techniques and principles; and principles of effective proposal writing.

Ability to: Communicate effectively; use the elements of design to create page layout; perform image editing; apply color theory and typography; apply creativity in the preparation of art work; learn and apply new software; produce freehand drawing and color illustration; maintain project files; design and prepare exhibit materials; digitally retouch images; review narrative material and create appropriate illustrations; analyze situations accurately and take effective action; research resources; establish and maintain effective working relationships; negotiate; present ideas to a large or diverse audience; troubleshoot within the graphics application software; prepare project reports; use time effectively; and assimilate ideas and concerns from a variety of customers and translate them into an effective and cost-efficient graphic design project or program.

ADDITIONAL INFORMATION:

- **Veterans' preference and career credits** are not granted in promotional examinations.
- **Applications** are available online at www.jobs.ca.gov.
- **If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list.
- **The California State Auditor** reserves the right to revise the examination plan to better meet the needs of the office if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.
- **Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.
- Upon appointment, all employees of the California State Auditor are subject to a **background check and fingerprinting**.
- Position(s) exist in Sacramento only.

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, pregnancy or genetic information.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.